Gila County Community Development Division-Wastewater

# INSTRUCTIONS FOR SUBMITTAL OF A "NOTICE OF INTENT TO DISCHARGE" FOR AN ON-SITE WASTEWATER TREATMENT FACILITY

## INSTRUCTIONS

Please fill out and submit this Notice of Intent to Discharge (NOI) to obtain authorization to construct and operate an on-site wastewater treatment facility. An on-site system is a septic system that disposes domestic waste on the property. By far, the most common type of on-site system is the septic tank, which is sometimes called a conventional system. ADEQ has developed the Type 4.02 general permit for septic tanks. Systems other than conventional septic tanks are called alternative systems. These can include technologies such as Wisconsin mounds, composting toilets, and pressurized systems. This form can be used for any on-site wastewater treatment facility with a design flow less than 24,000 gallons per day (gpd). Wastewater treatment facilities with a design flow greater than or equal to 24,000 gpd must obtain an individual aquifer protection permit.

Type 4 on-site general permits can be combined if the general permit conditions prescribed in rule are met. For example, you may combine a 4.02 septic tank general permit with a pressure distribution system (4.04) and Wisconsin Mound (4.08) general permit.

## GENERAL APPLICATION PROCESS

1. Submit this NOI and appropriate supplemental information identified in this form. Only one copy of the NOI and associated documents is required.
2. Pay the applicable non-refundable general permit fee per A.A.C. R18-14-103, Table 1 (listed below).
3. Satisfy any deficiency requests arising from the Department's pre-construction review of the submitted information.
4. Receive a "Construction Authorization" from the Department authorizing construction of the wastewater treatment facility.
5. Construct the wastewater treatment facility within two years.
6. Upon completion of construction, submit the "Request for Discharge Authorization" and any additional required information to the Department to initiate the Department's post-construction review and inspection.
7. Satisfy any deficiency request arising from the Department's post-construction review of the facility.
8. Receive a "Discharge Authorization" from the Department, which authorizes operation of the septic tank in accordance with the terms of the Type 4.02 to 4.23 General Aquifer Protection Permits and applicable requirements of statute and rule.

## FEES

Fees for Type 4 General Aquifer Permits are listed in the table below. For an Alternative Onsite Wastewater Treatment Facility that combines elements from more than one Type 4 General Permit see the table below to calculate the fee.

| General Permit Type | Description | Fee |
|---|---|---|
| 4.02 | Septic tank/conventional disposal, less than 3000 gallons per day | $475 |
| | Owner Installer & New Contractor - Including inspections | $775 |
| 4.03 | Composting toilet, less than 3000 gallons per day | $600 |
| 4.04 | Pressure distribution system, less than 3000 gallons per day | $600 |
| 4.05 | Gravelless trench, less than 3000 gallons per day | $600 |
| 4.06 | Natural seal evapotranspiration bed, less than 3000 gallons per day | $600 |
| 4.07 | Lined evapotranspiration bed, less than 3000 gallons per day | $600 |
| 4.08 | Wisconsin mound, less than 3000 gallons per day | $600 |
| 4.09 | Engineered pad system, less than 3000 gallons per day | $600 |
| 4.10 | Intermittent sand filter, less than 3000 gallons per day | $600 |
| 4.11 | Peat filter, less than 3000 gallons per day | $600 |
| 4.12 | Textile filter, less than 3000 gallons per day | $600 |
| 4.13 | Denitrifying System Using Separated Wastewater Streams, less than 3000 gallons per day | $600 |
| 4.14 | Sewage vault, less than 3000 gallons per day | $600 |
| 4.15 | Aerobic system, less than 3000 gallons per day | $600 |
| 4.16 | Nitrate-Reactive Media Filter, less than 3000 gallons per day | $600 |
| 4.17 | Cap system, less than 3000 gallons per day | $600 |
| 4.18 | Constructed wetlands, less than 3000 gallons per day | $600 |
| 4.19 | Sand-lined trench, less than 3000 gallons per day | $600 |
| 4.20 | Disinfection device, less than 3000 gallons per day | $600 |
| 4.21 | Surface Disposal, less than 3000 gallons per day | $600 |
| 4.22 | Subsurface drip irrigation disposal, less than 3000 gallons per day | $600 |
| 4.23 | Onsite wastewater treatment facility, flow from 3000 to less than 24,000 gpd | $2,100 |



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| General Permit Type | Description | Fee |
|---|---|---|
| | Construction inspection | $500 |

| Calculating Alternative System Fees (Other than 4.23 Permit) |
|---|
| If an alternative sewage disposal system incorporates several types of technology, use $600 for the first technology and $250 for each additional technology used. Please include fees for the alternative system inspections and A312G's noted below. **Please see fees for system combinations, below, for exceptions.** |

| Alternative Inspection Fees –Include Both | Fee |
|---|---|
| On-site conformation inspection (to confirm site conditions for Alternative Systems) | $300 |
| On-site Construction Inspections (Field Inspections of Alternative System as it is installed) | $500 |

| Requests to Alter Conditions in Rule | Fee |
|---|---|
| **A312G**-Request for an alternative design, or operational feature (per each request) | $75 |

| Alternative System Combination Permits-Including Inspections | Fee |
|---|---|
| Low Pressure Septic | $1,050 |
| STEP | $750 |
| Composting Toilet-Gray Water | $700 |
| Drip Conversion | $550 |
| UV Conversion | $350 |

| Re-Issue Expiring "Construction Authorization" One Time Only | Fee |
|---|---|
| w/re-sealed documents & no change in design ($300 + $300 Site Inspection) | $600 |
| w/re-sealed documents & design change ($600 + $300 Site Inspection) | $900 |
| Re-Issue Active or In-Review Permit for re-design ($600 + $300 Site Inspection) | $900 |
| 1-Year Extension of an Alternative Permit* | $500 |
| 1-Year Extension of a Conventional Permit** | $300 |

*No change in location, site or General Permit/Equip, Re-Sealed Docs & includes site inspection
**No change in location or site, Re-signed Docs & includes site inspection

| Tank Only and Grease Interceptor-Including Inspection | Fee |
|---|---|
| Grease Interceptor and other Pre-treatment devices | $200 |
| Septic Tank Replacement | $200 |

| Commercial Systems | Fee |
|---|---|
| Commercial System-Conventional-Add 4 hours | $200 |
| Commercial System-Alternative-Add 7 hours | $350 |

| **Licensing Time Frames** (LTFs) are specified by the ADEQ in A.A.C. R18-1-525. The following LTFs limit the number of business days Wastewater Dept has to review a project. **License Type:** | **Administrative Completeness Review** | **Substantive Review** | **Overall Time Frame** |
|---|---|---|---|
| Single 4.02, 4.03, 4.13, and 4.14 General Permits | 42 | 31 | 73 |
| 4.23 General Permit & Combined Four or more Type 4 General Permits | 42 | 94 | 136 |
| Combined Two or three Type 4 General Permits | 42 | 53 | 95 |



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Gila County Community Development Division-Wastewater

# "NOTICE OF INTENT TO DISCHARGE "

## FOR AN ON-SITE WASTEWATER TREATMENT FACILITY

## 1 Project and Site Information

APN Lot No. & Subdivision

911 Address

## 2 Applicant (person responsible for overall compliance)

Name:

Mailing Address:

Phone: Fax: E-Mail:

## 3 Engineer/Designer/ Contractor

**Engineer/Designer**

Title

Firm Name

Mailing Address

Phone Fax E-Mail

**Contractor/Installer**

Title

Firm Name

Mailing Address

Phone Fax E-Mail

## 4 Site Information

Latitiude _____° _____' _____" Longitude _____° _____' _____"

## 5 Existing Environmental Permits

List any other federal or state environmental permits issued for or needed by the facility, including any individual permit, Groundwater Quality Protection Permit, or Notice of Disposal that may have previously authorized the discharge (attach additional pages if necessary)

☐ New Installation on an on-site wastewater treatment facility. No other environmental permits exist or are needed.

☐ Other environmental permits exist or are needed:

## 6 Information and Submission Requirements (Check All Completed Items)

☐ Site Investigation Report per A.A.C. R18-9-A309(B)(1)
☐ Site Plan per A.A.C. R18-9-A309(B)(2)
☐ Agency review fee (see instructions)
☐ Map to Location (showing parcel in relation to other surrounding properties)
☐ Proposed System Form (for Conventional Systems only)
☐ Statement of Understanding (for Repairs Only)
☐ Floodplain Status Report
☐ B-25 Form

## 7 Design Flow and Strength of Wastewater



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A) Design flow per A.A.C. R18-9-A309(B)(3) _____ gallons per day

B) The expected strength of the wastewater (if the strength exceeds the levels for typical sewage) is attached? ☐ Yes

C) For single family dwelling, a list of the number of bedrooms and plumbing fixtures and corresponding unit flows used to calculate the design flow of the facility per A.A.C. R18-9-A314.

| Wastewater Source | Number | Unit Flows used to calculate the design flow of the facility |
|---|---|---|
| **Bedrooms *** | | |
| **Plumbing Fixtures** | | |
| **Fixture Count Form Attached** | **Yes** | |

*Counted per Bedroom Definition 11/12/05

D) For a dwelling other than for a single family, a list of each wastewater source and corresponding unit flows used to calculate the design flow of the facility

| Wastewater Source | Number | Unit Flows used to calculate the design flow of the facility |
|---|---|---|
| | | |
| | | |
| | | |

## 8 List of Materials, Components, and Equipment

A list of materials, components, and equipment for constructing the on-site wastewater treatment facility is attached? ☐ **Yes**

## 9 A Alternative System Combination Permits

- ☐ Low Pressure Septic System
- ☐ STEP System
- ☐ Composting Toilet-Gray Water System
- ☐ Drip Conversion
- ☐ UV Conversion

## 9 B Selected General Permits (Check All General Permits that Are being Applied for)

☐ **4.02 Septic Tank With Disposal by Trench, Bed, Chamber Technology or Seepage Pit, Less than 3,000 Gallons Per Day (GPD) Daily Flow**

A) This on-site wastewater treatment facility consists of a conventional septic tank system and disposal field sized for a design flow of _____ gallons per day. The septic tank conveys wastewater to a disposal field consisting of (check one):
1. ☐ Trench
   a. ☐ Filled with aggregate [A.A.C. R18-9-101(1)], or
   b. ☐ Filled with crushed, recycled concrete [A.A.C. R18-9-E302(C)(2)(d)]
2. ☐ Bed
3. ☐ Chamber technology

B) The expected date of first operation of this system is _____.The sewage to the septic tank has the characteristics of:
☐ Typical household sewage or ☐ Typical household sewage and _____

C) This on-site wastewater treatment facility is for (check one)
☐ Conventional Septic Tank System Serving a Single-Family Residence.
☐ Conventional Septic Tank System Serving Other Than a Single-Family Residence

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☐ **4.03 Composting Toilet, Less than 3,000 GPD Daily Flow**



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A) Composting toilet system manufacturer name Attached ☐ Yes

B) Composting toilet system manufacturer address Attached ☐ Yes

C) A copy of the manufacturer's warranty and the specifications for installation, operation, and maintenance has been provided? Attached ☐ Yes

D) The product model number Attached ☐ Yes

E) Calculations for the composting rate, capacity, and waste accumulation volume are attached? ☐ Yes

F) Documentation of listing by a national listing organization indicating that the composting toilet meets the stated manufacturer's specifications for loading, treatment performance, and operation has been attached (unless the composting toilet is listed under R18-9-A309(E) or is a component of a reference design approved by the Department)? ☐ Yes

G) Describe the vector control method. Attached ☐ Yes

H) Describe the planned method and frequency for disposing the composted human excrement residue. Attached ☐ Yes

I) Describe the planned method for disposing of the drainage from the composting unit. Attached ☐ Yes

J) The number of bedrooms in the dwelling or persons served on a daily basis, as applicable. Attached ☐ Yes

K) What is the corresponding design flow of the disposal works for the graywater/wastewater? Attached ☐ Yes

L) The results from soil evaluation or percolation testing that adequately characterize the soils into which the graywater/wastewater will be dispersed and the locations of soil evaluation and percolation testing on the site plan have been provided? Attached ☐ Yes

M) The design for the disposal including the location of the interceptor, the location and configuration of the trench or bed used for wastewater dispersal, the location of connecting wastewater pipelines, and the location of the reserve area has been provided? Attached ☐ Yes

## ☐ 4.04 Pressure Distribution System, Less than 3,000 GPD Daily Flow

A) A copy of operation, maintenance, and warranty materials for the principal components has been attached? ☐ Yes

B) A copy of dosing specifications, including pump curves, dispersing component curves, and float switch settings is attached? ☐ Yes

## ☐ 4.05 Gravelless Trench, Less than 3,000 GPD Daily Flow

A) The soil absorption area that would be required if a conventional disposal trench filled with aggregate was used at the site? ☐ Yes

B) The configuration and size of the proposed gravelless disposal field is attached? ☐ Yes

C) The manufacturer's installation instructions and warranty of performance for absorbing wastewater into the native soil is attached? ☐ Yes

## ☐ 4.06 Natural Seal Evapotranspiration Bed, Less than 3,000 GPD Daily Flow

A) Capillary rise potential test results for the media used to fill the evapotranspiration bed, unless sand meeting a D50 of 0.1 millimeter (50 percent by weight of grains equal to or smaller than 0.1 millimeter) is used? ☐ Yes

B) Water mass balance calculations were used to size the evapotranspiration bed? ☐ Yes

## ☐ 4.07 Lined Evapotranspiration Bed, Less than 3,000 GPD Daily Flow

A) Capillary rise potential test results for the media used to fill the evapotranspiration bed, unless sand meeting a D50 of 0.1 millimeter (50 percent by weight of grains equal to or smaller than 0.1 millimeter) is used? ☐ Yes

B) Water mass balance calculations were used to size the evapotranspiration bed? ☐ Yes

## ☐ 4.08 Wisconsin Mound, Less than 3,000 GPD Daily Flow

A) Specifications for the internal wastewater distribution system media proposed for use in the mound are attached? ☐ Yes

B) Two scaled or dimensioned cross sections of the mound (one of the shortest basal area footprint dimension and one of the lengthwise dimension) are attached? ☐ Yes

C) Design calculations following the "Wisconsin Mound Soil Absorption System: Siting, Design, and Construction Manual," published by the University of Wisconsin - Madison, January 1990 Edition have been provided? ☐ Yes

## ☐ 4.09 Engineered Pad, Less than 3,000 GPD Daily Flow

A) Design materials and construction specifications for the engineered pad system are attached? ☐ Yes

## ☐ 4.10 Intermittent Sand Filter, Less than 3,000 GPD Daily Flow

A) Specifications for the media proposed for use as the sand filter are attached? ☐ Yes

## ☐ 4.11 Peat Filter, Less than 3,000 GPD Daily Flow



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A) Specifications for the peat media proposed for use in the filter or provided in the peat module, including the porosity, surface area, and moisture content are attached? ☐ Yes

B) A statement of whether the peat is air dried, and whether the peat is from sphagnum moss or bog cotton is attached? ☐ Yes

C) A description of the degree of decomposition is attached? ☐ Yes

D) Specifications for installing the peat media are attached? ☐ Yes

E) If a peat module is used, the name and address of the manufacturer, the model number, and a copy of the manufacturer's warranty are attached? ☐ Yes

**☐ 4.12 Textile Filter, Less than 3,000 GPD Daily Flow**

A) Filter manufacturer name Attached ☐ Yes

B) Filter manufacturer address Attached ☐ Yes

C) Filter model number Attached ☐ Yes

D) A copy of the manufacturer's filter warranty is attached? ☐ Yes

E) If the system is for nitrogen reduction to 15 milligrams per liter, five-month arithmetic mean, specifications on the nitrogen reduction performance of the filter system, and corroborating third-party test data is attached? ☐ Yes

F) The manufacturer's operation and maintenance recommendations to achieve a 20-year life are attached? ☐ Yes

G) If a pump or aerator is required for proper operation, the pump or aerator model number and a copy of the manufacturer's warranty is attached? ☐ Yes

**☐ 4.13 Denitrifying System Using Separated Wastewater Streams, Less than 3,000 GPD Daily Flow**

**☐ 4.14 Sewage Vault, Less than 3,000 GPD Daily Flow**

**☐ 4.15 Aerobic System, Less than 3,000 GPD Daily Flow**

A) Aerobic system manufacturer name Attached ☐ Yes

B) Aerobic system manufacturer address Attached ☐ Yes

C) Aerobic system model number Attached ☐ Yes

D) Evidence of performance specified in AAC R18-9-E315(B) has been attached? ☐ Yes

E) A copy of the manufacturer's warrantee and operation and maintenance recommendations to achieve performance for a 20-year life has been attached? ☐ Yes

F) If the aerobic system will be used for nitrogen removal from the wastewater, has evidence of a valid product listing under R18-9-E309(E) indicating nitrogen removal performance, or specifications and third party test data corroborating nitrogen reduction to the intended level been provided? ☐ Yes

G) A list of pretreatment components needed to meet performance requirements has been attached? ☐ Yes

**☐ 4.16 Nitrate-Reactive Media Filter, Less than 3,000 GPD Daily Flow**

A) Filter manufacturer name Attached ☐ Yes

B) Filter manufacturer address Attached ☐ Yes

C) Filter model number Attached ☐ Yes

D) The manufacturer's requirements for pretreated wastewater supplied to the nitrate-reactive media filter have been attached? ☐ Yes

E) The manufacturer's specifications for design, installation, and operation for the nitrate-reactive media filter system and appurtenances have been attached? ☐ Yes

F) The manufacturer's warranty for the nitrate-reactive media filter system and appurtenances has been attached? ☐ Yes

G) The manufacturer's operation and maintenance recommendations to achieve a 20-year operational life for the nitrate-reactive media filter system and appurtenances have been attached? ☐ Yes

H) The manufacturer name and model number for all appurtenances that significantly contribute to achieving the performance have been attached? ☐ Yes

**☐ 4.17 Cap System, Less than 3,000 GPD Daily Flow**

A) The specifications for the proposed cap fill material have been attached? ☐ Yes

**☐ 4.18 Constructed Wetlands, Less than 3,000 GPD Design Flow**

**☐ 4.19 Sand Lined Trench, Less than 3,000 GPD Design Flow**

A) Specifications for the proposed media in the trench are attached? ☐ Yes

**☐ 4.20 Disinfection Devices, Less than 3,000 GPD Design Flow**

**☐ 4.21 Surface Disposal, Less than 3,000 GPD Design Flow**

**☐ 4.22 Subsurface Drip Irrigation, Less than 3,000 GPD Design Flow**



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A) Documentation of the pretreatment method proposed to achieve the wastewater criteria specified in AAC R18-9-A322(B)(1), such as the type of pretreatment system and the manufacturer's warranty is attached? ☐ Yes
B) Initial filter and drip irrigation flushing settings are attached? ☐ Yes
C) Calculations of the site evaporation rate are attached? ☐ Yes
D) If supplemental irrigation water is introduced to the subsurface drip irrigation disposal works, an identification of the cross-connection controls, backflow controls, and supplemental water sources are attached? ☐ Yes

☐ **4.23 On-site Wastewater Treatment Facility, 3,000 to 24,000 GPD Design Flow (Check if complete or attached)**

A) A performance assurance plan consisting of tasks, schedules, and estimated annual costs for operating, maintaining, and monitoring performance over a 20-year useful service life is attached? ☐ Yes
B) Design documents and the performance assurance plan sealed by an Arizona-registered professional engineer are attached? ☐ Yes
C) Any documentation submitted under the alternative design procedure in R18-9-A312(G) that pertains to achievement of better performance levels than those specified in the general permit for the corresponding facility with a design flow of less than 3,000 gallons per day, or for any other alternative design, construction, or operational change proposed by the applicant is attached? ☐ Yes
D) A demonstration of total nitrogen discharge control specified in A.A.C. R18-9-E323(A)(4) is attached? ☐ Yes
E) A Water Quality Management (208) Consistency Review Form is attached? ☐ Yes
Note: A current 208 Consistency Review Form can be obtained by contacting Edwina Vogan at (602) 771-4606.

## 10 Additional On-site Requirements – Alternative Systems

For a facility that includes treatment or disposal works permitted under a Type 4.03 to 4.23 General Aquifer Protection Permits (A.A.C. R18-9-E303 through R18-9-E323):

A) Construction quality drawings (4 Sets) that show the items listed in A.A.C. R18-9-A309(B)(6)(a) is attached? ☐ Yes
B) A draft operation and maintenance manual for the on-site wastewater treatment facility consisting of the tasks and schedules for operating and maintaining performance over a 20-year operational life is attached? ☐ Yes
C) Design Calcs attached? ☐ Yes

## 11 Alternative Request (Check One)

☐ I am **not** requesting an alternative design, setback, installation, or operational feature (most common).
☐ I am requesting an alternative design, setback, installation, or operational feature in accordance with A.A.C. R18-9-A312(G) and the following items have been attached for each Limiting Condition being overcome:
   A) The additional fee (see instructions);
   B) A description of the requested change;
   C) A citation to the applicable feature of technology, design, setback, installation, or operational requirement for which the change is being requested; and
   D) Justification for the requested change, including any necessary supporting documentation.

## 12 Certification (to be completed by the Applicant in item 2)

I, _____, certify that this Notice of Intent to Discharge and all attachments were prepared under my direction or authorization and all information is, to the best of my knowledge, true, accurate and complete. I also certify that the on-site wastewater treatment facility described in this form is or will be designed, constructed, and operated in accordance with the terms and conditions the General Aquifer Protection Permit(s) (A.A.C. R18-9-E302 through R18-9-E323) and applicable requirements of Arizona Revised Statutes Title 49, Chapter 2, and Arizona Administrative Code Title 18, Chapter 9 regarding aquifer protection permits. I am aware that there are significant penalties for submitting false information including permit revocation as well as the possibility of fine and imprisonment for knowing violations.

Signature _____ Date _____

| DEPARTMENT USE ONLY | | DATE STAMP |
|---|---|---|
| Receipt Number | | |
| Fee Paid for this Project | | |
| Check Number | | |

**Rev. 10 - 5/23/16**



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